Disha Hindi & English Classes

(RUN & MANAGED BY – SANJAY KUMAR'S EDUCATIONAL CLASSES PVT.

For :- Class – 12th (Bihar Board)

Grammar

Yuvraj Sir

अंग्रेजी (English)

Voice (वाच्य)

COURSE FEATURES

- Live Class
- Recorded Class
- Class Pdf
- Doubt Class
- PDF Notes
- Model Paper
- Guess Question Paper
- Question Bank

App:- https://youtube.com/@dishahindienglish

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Voice (वाच्य) :

What is voice?

The form of the verb that tells whether the subject performs an action or whether an action is done to the subject is called voice.
क्रिया का वह रूप जिससे पता चलता है कि Subject (i.e. Doer) कोई कार्य करता है या Subject पर ही कोई कार्य होता है, उसे वाच्य (Voice)कहते हैं।

1. Active Voice (कर्त्तावाच्य) :

(The form of verb that gives importance to the subject i.e. the doer of the action, is called in active voice.)
Verb का वह रूप जिससे Subject की प्रधानता झलके। यहाँ Subject स्वेच्छा से कार्य करता है। जैसे - She writes a letter.

2. Passive Voice (कर्मवाच्य) :

(The form of a verb that gives importance to the action rather than its doer, is called in the passive voice.)
Verb का वह रूप जिससे Object की प्रधानता झलके। Object, Subject बन गया है। यहाँ Subject से कार्य करवाया जाता है। A letter is written by her. 'A letter' अब नया Subject है।

II. COMMON RULES

Active Voice से Passive Voice बनाने के सांझे नियम :-

1. Active के Object को Passive का Subject बनाया जाता है।
2. Active के Subject को Passive का Object बनाया जाता है।
3. Passive में verb 'to be' की उपयुक्त form के साथ Verb की 3rd Form का प्रयोग किया जाता है, ध्यान रखें verb का tense वही रहता है।
4. Passive में बने नए Subject के Noun/ Pronoun के अनुसार helping verb का प्रयोग किया जाता है।
5. Passive Sentence में बने Object से पहले प्राय: Preposition 'by' का प्रयोग किया जाता है। ध्यान रखें - कुछ स्थितियों में by व object का प्रयोग नहीं होता है।
6. **Sentence Structure:**
Subject + helping verb + VerbIII + by+ Object (Doer).
7. **Passive Voice में Active Voice** का Subject निम्नलिखित तरह से बदला जाता है; **जैसे-**

	Pronoun (active voice)	Pronoun (passive voice)
First Person	I We	Me Us
Second Person	You	You
Third Person	He She They It Who	Him Her Them It Whem

8. Passive Voice बनाते समय Tense के अनुसार Verb को निम्नलिखित तरह से बदला जाता है। **नोट-** कुल 12 tenses में से केवल 8 tenses की passive form हो सकती है।

Tense	Active (Helping verb)	Passive (Helping verb)
1. Simple present	Do/does + v_1/v_5	Is /am / are + v_3
2. Present cont.	is/am/are/+ v_4	Is / am / are + being + v_3
3. Present perfect	Has / have	Has / have + been + v_3
4. Present perfect cont.	Has / have + been	**No change**

Tense	Active (Helping verb)	Passive (Helping verb)
1. Simple past	Did	Was / were + v_3
2. Past continuous	Was / were	Was / were + being + v_3
3. Past perfect	Had	Had + been + v_3
4. Past perfect cont.	Had + been	**No change**

Tense	Active (Helping verb)	Passive (Helping verb)
1. Simple Future	Shall / Will	Will be + v_3
2. Future continuous	Will be	No change
3. Future perfect	Will have	Will + have + been + v_3
4. Future perfect cont.	Will + have + been	**No change**

Note:-

याद रखें निम्नलिखित चार Tenses का Passive नहीं होता है-

(i) Future Continuous Tense
(ii) Present Perfect Continuous Tense
(iii) Past Perfect Continuous Tense
(iv) Future Perfect Continuous Tense

IV. PASSIVE VOICE OF TENSES

1. Present Indefinite Tense
2. Present Continuous Tense
3. Present Perfect Tense
4. Past Indefinite Tense
5. Past Continuous Tense
6. Past Perfect Tense
7. Future Indefinite Tense
8. Future Perfect Tense

1. PRESENT INDEFINITE TENSE

Sentence Structure:

Subject + is/am/are + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- is, am, are का प्रयोग करें।
2. Subject यदि singular है, तो is और यदि plural है, तो are का प्रयोग करें। I के साथ am लगाएं।
3. Verb की Third Form का प्रयोग करें।
4. Object से पहले by लगाएं;

जैसे-

A.V. I write a letter.
P.V. A letter is written by me.

B. नकारात्मक वाक्य

A.V. I do not write a letter.
P.V. A letter is not written by me.

C. प्रश्नवाचक वाक्य

A.V. Do I write a letter?
P.V. Is a letter written by me?

EXAMPLES

Active Voice	Passive Voice
1. I like bananas.	
2. They make chairs.	
3. He teaches you.	
4. You do not get good marks in the exam.	
5. She cleans her shoes.	

2. PRESENT CONTINUOUS TENSE

Sentence Structure:

Subject + is/am/are + being + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- is, am, are का प्रयोग करें।
2. Subject यदि singular है, तो is और यदि plural है, तो are का प्रयोग करें। 1 के साथ am लगाएं।
3. Verb की Third Form व helping verbs के बीच being का प्रयोग करें।
4. Object से पहले by लगाएं; जैसे-

A.V. I am writing a letter.
P.V. A letter is being written by me.

B. नकारात्मक वाक्य

A.V. I am not writing a letter.
P.V. A letter is not being written by me.

C. प्रश्नवाचक वाक्य

A.V. Am I writing a letter?

P.V. Is a letter being written by me?

EXAMPLES

Active Voice	Passive Voice
1. They are crossing the river.	
2. Radha is buying toys.	
3. We are playing chess.	
4. People are congratulating him.	
5. I am helping you.	

3. PRESENT PERFECT TENSE

Sentence Structure:

Subject + has been/have been + VerbIII + by + Object.

A. साधारण वाक्य :

1. Main Verb से पहले helping verbs- has been/ have been का प्रयोग करें।

2. यदि Subject, First Person का Pronoun है और एकवचन है, तो ऐसे वाक्यों में Verb से पहले have been का प्रयोग करें।

अन्य सभी प्रकार के वाक्यों मे यदि Subject एकवचन है, तो Verb से पहले has been और यदि बहुवचन है, तो have been का प्रयोग करें।3. Verb की Third Form का प्रयोग करें।

4. Object से पहले by लगाएं; **जैसे-**

A.V. I have written a letter.

P.V. A letter has been written by me.

B. नकारात्मक वाक्य

A.V. I have not written a letter.

P.V. A letter has not been written by me.

C. प्रश्नवाचक वाक्य

A.V. Have I written a letter?

P.V. Has a letter been written by me?

EXAMPLES

Active Voice	Passive Voice
1. They have hired a tonga.	
2. We have not finished our work.	
3. The teacher has told us interesting stories.	
4. Has Sita polished her shoes?	
5. They have done no wrong.	

4. PAST INDEFINITE TENSE

Sentence Structure:

Subject + was/were + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- was, were का प्रयोग करें।

2. Subject यदि singular है, तो was और यदि plural है, तो were का प्रयोग करें।

3. Verb की Third Form का प्रयोग करें।

4. Object से पहले by लगाएं; **जैसे-**

A.V. I wrote a letter.

P.V. A letter was written by me.

B. नकारात्मक वाक्य

A.V. I did not write a letter.

P.V. A letter was not written by me.

C. प्रश्नवाचक वाक्य

A.V. Did I write a letter?

P.V. Was a letter written by me?

EXAMPLES

Active Voice	Passive Voice
1. The teacher taught a poem.	
2. I did not play tennis.	
3. Hari forgot the title of the story.	
4. Did we not do the sums?	
5. All liked the play	

5.PAST CONTINUOUS TENSE

Sentence Structure:

Subject + was/ were + being + Verb III + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- was, were का प्रयोग करें।
2. Subject यदि singular है, तो was और यदि plural है, तो were का प्रयोग करें।
3. Verb की Third Form व helping verbs के बीच being का प्रयोग करें।
4. Object से पहले by लगाएं; जैसे-

A.V. I was writing a letter.

P.V. A letter was being written by me.

B. नकारात्मक वाक्य

A.V. I was not writing a letter.

P.V. A letter was not being written by me.

C. प्रश्नवाचक वाक्य

A.V. Was I writing a letter?

P.V. Was a letter being written by me?

EXAMPLES

Active Voice	Passive Voice
1. They were not reading books.	
2. Was the cat drinking milk?	
3. I was driving my car.	
4. You were not doing your work.	
5. Was Meena briefing Sonu?	

6. PAST PERFECT TENSE

Sentence Structure:

Subject + had been + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verb- had been का प्रयोग करें।

2 Verb की Third Form का प्रयोग करें।

3. Object से पहले by लगाएं; **जैसे-**

A.V. I had written a letter.

P.V. A letter had been written by me.

B. नकारात्मक वाक्य

A.V. I had not written a letter.

P.V. A letter had not been written by me.

C. प्रश्नवाचक वाक्य

A.V. Had I written a letter?

P.V. Had a letter been written by me?

EXAMPLES

Active Voice	Passive Voice
1. We had won the trophy.	
2. Sohan had never seen a lion.	
3. The child had broken my pen.	
4. I had finished the story.	
5. Ram had written a letter.	

7. FUTURE INDEFINITE TENSE

Sentence Structure:

Subject + will be/ shall be + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs will/shall का प्रयोग करें।
2. यदि Subject, First Person का Pronoun है, तो ऐसे वाक्यों में Verb से पहले shall का प्रयोग करें।

अन्य सभी प्रकार के Subject वाले वाक्यों मे Verb से पहले will का प्रयोग करें।

3. Verb की Third Form व helping verbs के बीच be का प्रयोग करें।

4. Object से पहले by लगाएं; **जैसे-**

A.V. I shall write a letter.

P.V. A letter will be written by me.

B. नकारात्मक वाक्य

A.V. I shall not write a letter.

P.V. A letter will not be written by me.

C. प्रश्नवाचक वाक्य

A.V. Shall I write a letter?

P.V. Will a letter be written by me?

EXAMPLES

Active Voice	Passive Voice
1. Aman will eat apples.	
2. Sita will write a poem.	
3. The peon will ring the bell.	
4. I shall buy a new watch.	
5. I shall wear this shirt.	

8. FUTURE PERFECT TENSE

Sentence Structure:

Subject + will have been/shall have been + VerbIII + by + Object

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- will have/ shall have का प्रयोग करें।

2. यदि Subject, First Person का Pronoun है तो ऐसे वाक्यों में Verb से पहले shall have का प्रयोग किया जाता है।

अन्य सभी प्रकार के Subject वाले वाक्यों मे Verb से पहले will have का प्रयोग करें।

3. Verb की Third Form व helping verbs के बीच been का प्रयोग करें।

4. Object से पहले by लगाएं; **जैसे-**

A.V. I shall have written a letter.

P.V. A letter will have been written by me.

B. नकारात्मक वाक्य

A.V. I shall not have written a letter.

P.V. A letter will not have been written by me.

C. प्रश्नवाचक वाक्य

A.V. Shall I have written a letter?

P.V. Will a letter have been written by me?

EXAMPLES

Active Voice	Passive Voice
1. I shall have learnt these lessons.	
2. He will have received the letter.	
3. Mohan will have helped me.	
4. They will have taken the tea.	
5. They will have arranged a cultural programme.	

V. PASSIVE VOCE OF MODALS

A.V. Sentence Structure: Subject + Modal + Verb I + Object

P.V. Sentence Structure: Subject + Modal + be + Verb III + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले Modal Verb का प्रयोग करें।

2. Verb की Third Form व Modal Verb के बीच helping verb 'be' का प्रयोग करें।

3. Object से पहले by लगाएं; **जैसे-**

A.V. I can help him.

P.V. He can be helped by me.

ध्यान रखें - Modals में किसी प्रकार का बदलाव नहीं होता है।

B. नकारात्मक वाक्य

A.V. I cannot help him.

P.V. He cannot be helped by me.

C. प्रश्नवाचक वाक्य

A.V. Can I help him?

P.V. Can he be helped by me?

EXAMPLES:

Active Voice	Passive Voice
1. Can you draw a map?	
2. I can play the cricket	
3. Can they finish it in time?	
4. You must write an essay	
5. Ram must send a reply.	

PASSIVE VOCE OF MODALS

A.V. Sentence Structure:

Subject + Modal + Verb I + Object

P.V. Sentence Structure:

Subject + Modal + be + Verb III + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले Modal Verb का प्रयोग करें।

2. Verb की Third Form व Modal Verb के बीच helping verb 'be' का प्रयोग करें।

3. Object से पहले by लगाएं; जैसे-

A.V. I can help him.

P.V. He can be helped by me.

ध्यान रखें - Modals में किसी प्रकार का बदलाव नहीं होता है।

B. नकारात्मक वाक्य

A.V. I cannot help him.

P.V. He cannot be helped by me.

C. प्रश्नवाचक वाक्य

A.V. Can I help him?

P.V. Can he be helped by me?

EXAMPLES:

Active Voice	Passive Voice
1. Can you draw a map?	
2. I can play the cricket.	
3. Can they finish it in time?	
4. You must write an essay	
5. Ram must send a reply.	

PASSIVE VOICE OF INTERROGATIVE SENTENCES :

Wh-Questions वाले वाक्यों में **Why, how, when, where, what और who, whom** आदि प्रश्नवाचक शब्दों का प्रयोग होता है।

1. ऐसे वाक्यों का Passive बनाने के लिए नियम -

P.V. Sentence Structure: Interrogative words + Yes/No Question

1. पहले wh-word को sentence से हटाएं।

2. इस sentence को Passive में बदलें।

3. फिर Passive sentence के आगे wh-word लगाएं।

जैसे-

A.V. Why have you broken the pen?

P.V. Why has the pen been broken by you?

2. Who वाले ऐसे वाक्यों का Passive बनाने के लिए नियम, जिसमें who के बाद helping verb न हो।

1. पहले who को sentence से हटाएं।

2. इस sentence को Passive में बदलें।
3. इसको Interrogative में बदलें।
4. इसके आगे By whom लगाएं।

जैसे-

A.V. Who broke this pen?
P.V. By whom was this pen broken?

नोट - यदि preposition का प्रयोग sentence अथवा clause के अंत में होता है, तो वाक्य के आरंभ में Who का प्रयोग होता है।

3. Who वाले ऐसे वाक्यों का Passive बनाने के लिए नियम, जिसमें who के बाद helping verb हो।

P.V. Sentence Structure: By whom + Yes/No Question

1. पहले who को sentence से हटाएं।
2. इस sentence को Passive में बदलें।
3. इसके आगे By whom लगाएं।

जैसे-

A.V. Who can break this pen?
P.V. By whom can this pen be broken?

4. Whom से प्रारंभ होने वाले वाक्यों को Passive में बदलने के नियम -

1. पहले whom को sentence से हटाएं।
2. इस sentence को Passive में बदलें।
3. इसके आगे Who लगाएं।

जैसे-

A.V. Whom has he abused?
P.V. Who has been abused by him?

PASSIVE VOICE OF IMPERATIVE SENTENCES

Imperative Sentences ऐसे वाक्य होते हैं जिनमें order, request, advice और suggestion आदि का भाव होता है। ये वाक्य Principal या Main Verb से शुरू होते हैं। यहाँ Object से पहले by लगाने की आवश्यकता नहीं पड़ेगी क्योंकि ऐसे वाक्यों में Object नहीं होता है।

1. Order/command (आज्ञा / आदेश) वाले वाक्यों का Passive बनाने के नियम -

(i) Let be का प्रयोग करके

याद रखें - P.V. Sentence Structure: Let + Subject + be + Verb III.

1. Main Verb से पहले be का प्रयोग करें।
2. Subject से पहले Let का प्रयोग करें।
3. Verb की Third Form का प्रयोग करें; जैसे-

(a) A.V. Bring a glass of water. P.V. Let a glass of water be brought.
b) A.V. Turn him out. ((P.V. Let him be turned out.
c) A.V. Open the window. P.V. Let the window be opened.
(d) A.V. Shut the door. P.V. Let the door be shut.
(e) A.V. Give a five-rupee note to that man. P.V. Let that man be given a five-rupee note.

2. Request वाले वाक्यों का Passive बनाने के नियम -

याद रखें - P.V. Sentence Structure:
You are requested + to + Verb I + Object. ऐसे वाक्यों में please और kindly जैसे शब्द लगे मिलते हैं जिनका Passive Voice में प्रयोग नहीं होता है। ध्यान रखें- You are kindly requested का प्रयोग करना गलत है।

1. Subject के स्थान पर You are requested का प्रयोग करें।
2. Main Verb से पहले to का प्रयोग करें।
3. Verb की First Form का प्रयोग करें; जैसे-

(a) A.V. Post this letter, please.
P.V. You are requested to post this letter. (b) A.V. Please, help me in this matter. P.V. You are requested to help me in this matter.

3. Suggest और Advice वाले वाक्यों का Passive बनाने के नियम-

(i) Should be का प्रयोग करके

याद रखें - P.V. Sentence Structure:

Subject + should + be + Verb III.

1. Main Verb से पहले helping verb 'should' का प्रयोग करें।

2. Verb की Third Form व helping verb के बीच be का प्रयोग करें; जैसे-

(a) A.V. Love the poor.
P.V. The poor should be loved.

(b) A.V. Help your friends.
P.V. Your friends should be helped.

(ii) You are advised का प्रयोग करके

(a) A.V. Work hard.
P.V. You are advised to work hard.

(b) A.V. Never tell a lie.
P.V. You are advised not to tell a lie.

PASSIVE VOICE OF SENTENCES WITH DOUBLE OBJECTS

दो Objects वाले वाक्यों का Passive बनाने के लिए नियम - जिन Transitive Verbs के दो Objects होते हैं उनके Passive दो प्रकार से बनाए जा सकते हैं। ऐसे वाक्यों का Passive बनाने के लिए सामान्यतया Indirect object (Persons) को Subject बनाना ज़्यादा अच्छा समझा जाता है, लेकिन इसका अर्थ यह नहीं है कि Direct object (Things) को Subject बनाना गलत है। यह इस बात पर भी निर्भर करता है कि प्राथमिकता किसे दी जा रही है। प्रायः व्यक्तियों को प्रमुखता दी जाती है।

1.Indirect Object (Persons) को Subject बनाकर Passive बनाया जाता है; जैसे-

(a) A.V. I gave him a pen.
P.V. He was given a pen by me.

(b) A.V. He teaches us Hindi.
P.V. We are taught Hindi by him.

(c) A.V. We elected him monitor.
P.V. He was elected monitor by us.

(d) A.V. The Principal asked him a question.
P.V. He was asked a question by the Principal.

(e) A.V. We proposed to appoint him monitor.
P.V. He was proposed to be appointed monitor by us.

(f) A.V. Someone gave her a bull-dog.
P.V. She was given a bull-dog.

2. Direct Object (Things) को Subject बनाकर Passive बनाया जाता है; जैसे-

(a) A.V. I gave him a pen.
P.V. A pen was given to him by me.

(b) A.V. My mother told me a story.
P.V. A story was told to me by my mother.

(c) A.V. She gave me your message.
P.V. Your message was given to me by her.

(d) A.V. My father sent an invitation to your family.
P.V. An invitation was sent to your family by my father.

PASSIVE VOICE OF SOME VERBS

Preposition Other Than **'By'** Verbs With

कुछ Verbs ऐसी होती हैं जो कार्य (action) न बताकर मानसिक अवस्था (state of mind) या भावना (feeling) बताती हैं। इस प्रकार की Verbs passive form में अपने बाद by का प्रयोग न लेकर उपयुक्त (appropriate) preposition को अपने साथ रखती हैं। इस तरह की कुछ Verbs एवं उनके साथ आने वाली prepositions इस प्रकार से हैं-

alarmed at, amazed at, annoyed at (something), annoyed with (some

person), charmed with, con- tained in, crammed with, decorated with, disgusted with, embodied in, enthroned with, filled with, hurt at, included in, interested in, known to, lined with, married to, offended at, pleased with, satisfied with, shocked at, surprised at etc.

जैसे-

A.V. Sentence Structure:

Subject + Verb + Object.

P.V. Sentence Structure:

Subject + Verb III + Appropriate Preposition (By नहीं) + Object.

(a) A.V. This book has greatly interested me.

P.V. I have been greatly interested in this book.

(b) A.V. Your behaviour annoyed me.

P.V. I was annoyed at your behaviour.

(c) A.V. I pleased him.

P.V. He was pleased with me.

EXAMPLES:

Active Voice	Passive Voice
1. Her story interested me.	
2. I know him.	
3. The news amazed us.	
4. She satisfied everybody.	
5. His behaviour did not offend me.	

PASSIVE VOICE WITHOUT 'AGENT'

Passive voice बिना Agent के-

1. जब हम कार्य को अधिक प्रमुखता देते हैं तब Passive voice में by के साथ Agent (doer) का प्रयोग नहीं करते हैं।

2. जब कर्त्ता नहीं है या कर्त्ता के बिना भी काम चल सकता है अथवा कर्त्ता understood है।

3. Passive Voice के वाक्यों में जब Object न हो, तो हमें कोई Object मानना पड़ता है; **जैसे-**

4. जिन शब्दों का कर्त्ता People आदि होता है उनके P.V. में प्रायः by नहीं लगता। अंग्रेजी भाषा में Passive Voice का प्रयोग बहुत महत्वपूर्ण होता है। इस भाषा के लगभग 90 प्रतिशत Passive Voice वाक्यों में कोई 'unknown or vague active voice' subject होता है जिसकी कोई विशेष महत्ता नहीं होती है। जब मुख्य बल Subject की बजाए Verb activity पर हो, तो Passive Voice वाक्यों में इस प्रकार के Subject का प्रयोग वांछित नहीं होता। दूसरे शब्दों में

The agent with "by" is not needed; जैसे-

(a) A.V. We ought to obey our parents.

P.V. Our parents ought to be obeyed.

(b) A.V. All must pay taxes in time.

P.V. The taxes must be paid in time.

(c) A.V. Someone has picked my pocket.

P.V. My pocket has been picked.

(d) A.V. People have expressed hopes that the government will act.

P.V. Hopes have been expressed that the government will act.

(e) A.V. They have decided to open a new branch next year.

P.V. It has been decided to open a new branch next year.

(f) A.V. Robbers looted the shop.

P.V. The shop was looted.

(g) A.V. Nobody has abused her.

P.V. She has not been abused.

(h) A.V. She has done nothing.

P.V. Nothing has been done by her.

END !

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